

CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
Home Improvement Contractors & Salesman's License

REQUIRED INFORMATION:

All applicants must submit a complete and notarized application, and attach the items listed below pertaining to the applicant:

If a business office is located at home, applicants must attach:

- A home occupation affidavit. (Home Occupations are permitted in any dwelling unit subject to the provisions of section 35-380 of the Unified Development Code.)

If business office is in a commercial building in the city limits of San Antonio applicants must attach:

- A copy of the Certificate of Occupancy.

ALL applicants must attach a "Request for Information Form" from the Chief of Police.

- First, send the original "Request for Information Form" to the Chief of Police to the San Antonio Police Department at 214 W. Nueva, Room 123. **(To expedite the police check result, applicants should hand carry the form.)**
- Then attach the result form to the home improvement application.

New applicants must attach the first page of their telephone bill (can be copy), or a letter from the telephone company. NO CELL PHONE BILLS. {Section 16-85 (1) of the Home Improvement Contractors Ordinance requires: The existence and maintenance of a bona fide office, equipped with telephone for the conduct of the business is required.}

The phone bill must include:

- Applicant's name and/or company name
- Address where business is being conducted
- Phone number where business is being conducted

New applicants must attach three (3) original letters of experience with the application.

- ALL Letters must be notarized, i.e. company letterhead and/or client's/homeowner's letters
- Must indicate the client's name, their address (where work was performed), and phone number.
- Note: Letters must be specific in relating to home improvement experience, i.e., foundation repair, framing, room addition, roofing, etc.

If any person(s) other than license holder are going to obtain permits, attach:

- A letter of authorization by the license holder, listing the individual(s).
- ALL Letters must be notarized and signed by the license holder.

If business is a partnership, attach the following with the application:

- The agreement
- Partners must submit a "Request for Information Form".

If business is a corporation, attach the following with the application:

- Articles of incorporation
- All officers must submit a "Request for Information Form".

❖ Insurances and/or bonds are not required.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!!

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
Home Improvement Contractor
Additional Information**

The Home Improvement Advisory Board meets on the last Wednesday's of each month, at 9:00 am located at 1901 S. Alamo, 1st floor in the "Board Meeting Room". All applications are submitted to the Home Improvement Advisory Board for approval. **Paperwork must be submitted to the Board two (2) weeks prior to the meeting.**

Once the application is submitted, (depending on the deadline date) the applications will be scheduled for the next meeting and the applicant's name will be listed on the agenda.

NOTE: The applicant's presence is required on the day of the meeting. *Although there are no requirements for testing, the Board will interview all applicants as to their knowledge of construction, the International Residential Code, the International Energy Conservation Code, & the Unified Development Code (Zoning) in order to qualify you for a Home Improvement Contractor's license.*

If application is approved for a new license, you must apply and secure a certificate of occupancy or provide staff with a home occupation affidavit prior to issuance of license. Applicants have six (6) months from date of approval to secure their license, after which time the approved application will become null and void.

New licenses issued are valid for a period of one (1) year from date of issuance.

License Fee: \$100.00

Annual Renewal Fee: \$50.00 NOTE: A renewal form must be completed & notarized with a police background check form attached and submitted at the residential counter.

EXPIRED LICENSES can be renewed within one (1) year after expiration. (Back fees will be added to licenses expired for 2 years) New applications will be required if the license has not been renewed for more than two years.

SALESMAN'S LICENSES: Any person, other than a licensee who negotiates or offers to negotiate and/or solicit a home improvement contract must obtain a Salesman's License. Initial Salesman's licenses are \$50.00 and renewals are \$30.00 annually.

Article IV Home Improvement Contractors code is available at www.municode.com (listed under Chapter 16 - Licenses and Business Regulations of the San Antonio Code of Ordinances).

When applying for a permit the following must be presented:

Home Improvement license **OR** Texas driver's license

FOR ADDITIONAL INFORMATION please call Rene Lafuente, Senior Building Insp., at 394-0337 or Jo Ann Cervantes, Secretary II, at 207-0220.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!!

NOTE: *Although there are no requirements for testing, the Board will interview all applicants as to their knowledge of construction, the International Residential Code, the International Energy Conservation Code, & the Unified Development Code (Zoning) in order to qualify you for a Home Improvement Contractor's license.*

SUGGESTED STUDY MATERIAL

The following is available to ORDER at: www.iccsafe.org or at local bookstores

- 2000 IRC Fundamentals of Dwelling Construction (Thin blue book)

OR

- 2000 International Residential Code
- 2000 International Energy Conservation Code

The following is available at: www.sanantonio.gov/dsd/sections/building

- 2000 Amendments to the International Residential Code

The following is available at: Development Services Department, located at 1901 S. Alamo – 2nd floor; Melissa Quiroz (No cost, available on CD)

- Unified Development Code (Zoning setbacks & fence requirements)

For Additional Information: Please call Rene LaFuenta, Senior Building Insp., at 394-0337; or Jo Ann Cervantes, Secretary II at 207-0220.

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

Class I License:

Allows a contractor to perform any home improvement as defined in the home improvement contractor's ordinance, on private residences, including dwelling places for one family or two families and on residential accessory structures.

Example:

A. Additional living space:

Includes but is not limited to the creation of new space within an existing residential accessory structure or residence, such as attic conversions, garage conversions, porch, patio enclosures, or room additions

B. Foundation repairs, decks

Class II License:

Limit the scope of home improvement work. A Class II license is intended for individuals who specialize in non-structural work.

Example:

A. Includes but is not limited to window or door replacement, fence installation, outdoor swimming pools, re-roofing that does not involve structural changes.

B. Driveways or walkway construction, tile work, cabinetry, or rain gutter installation.

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

OFFICE USE ONLY

**Home Improvement Contractor's License Check List
(To be submitted with completed Applications)**

_____ **Complete notarized application.** **Class Type must be checked**

_____ **Notarized Home Affidavit** **Only applies if business office is at home**

OR

_____ **Certificate of Occupancy** **If business office is within the city limits of San Antonio.**

_____ **Police background check approved by police department.** **Background check must have the applicant's name**

_____ **First page of telephone bill showing:**

- Owner's name and/or Company Name
- Address where business is being conducted
- Telephone where business is being conducted

Note: No Cell Phone Bills

_____ **Three (3) original letters of experience. (NO COPIES)**

- *ALL LETTERS MUST BE NOTARIZED*, i.e. company letterhead and/or client's/homeowner's letters
- Letters must include client's name, their address (where work was performed), phone number, and must be specific in the type of work done, i.e., foundation repair, framing, room addition, roofing, etc.

Applications for Board review must be submitted two (2) weeks prior to the board meeting.

Comments: _____

Date Received: _____

Received by: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!!

CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
Home Improvement Contractor's License Application

This is to certify that I, _____, hereby apply to the City of San Antonio for a Home Improvement Contractor's License. Class I _____, Class II _____ and will comply with the provision of Home Improvement Contractor's Licensing Ordinance No. 37812. passed on August 14, 1969 and any amendments thereto. I acknowledge that noncompliance of this ordinance may cause revocation of my Home Improvement Contractor's License. I further understand that it is my responsibility to obtain all proper building permits required for jobs performed by myself or any representative of my company. I will inform the homeowner of the city's requirement to secure permits and call for inspections.

1. DATE: _____ FULL NAME: _____
SSN: _____ DATE OF BIRTH: _____ PH.#: _____
ADDRESS: _____ ZIP CODE: _____

CIRCLE ONE: Individual Partnership Corporation

BUSINESS NAME: _____ BUS.PH.# _____

BONA FIDE OFFICE ADDRESS: _____ ZIP CODE: _____

2. If corporation or partnership, state full name and address of each officer or Partner. Attach a copy of the articles of incorporation or partnership papers. Use additional sheet for information, if necessary.

Name: _____ Phone # _____

Address: _____ Zip Code: _____

3. How long have you been a resident of San Antonio? _____ If less than five (5) years, list previous address: _____

4. Have you or any member of this partnership or corporation ever received a Home Improvement Contractor's License? If so, state date of issuance _____ Expiration Date _____ License # _____

5. List previous business names, if any, used within the last ten (10) years. Be specific and attach separate sheet if necessary. _____

6. How many years of experience do you have in this business? _____ How long in business under this company name? _____

7. Are you familiar with the requirements of the Uniform Building Code and the Unified Development Code (zoning) of the City of San Antonio? _____

8. Are you or any member of this organization ever been convicted of a felony or misdemeanor involving moral turpitude (fraud, deception, etc.)? _____ If so, please explain _____

APPLICANT'S SIGNATURE

Subscribed and sworn to before me, a notary public, in and for said county and state, this _____, day of _____, 20____.

My Commission Expires: _____

Notary Public Signature

CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
Home Occupation Affidavit

I, _____, certify that I am cognizant of the requirements of the zoning ordinance as it pertains to home occupations. I have received the requirements of section 35-380 (A) (1-9) & (B) (1-6), and I hereby affirm that my home occupation is within the criteria set forth in section 35-380 (A) (1-9) & (B) (1-6). The property or premises shall not be used as a staging area for employees. No outside storage of building material, equipment and trucks will be allowed.
(SEE ATTACHMENT)

Applicant's Signature

Address

City

State

Zip Code

State of Texas }

County of Bexar }

Before me, the undersigned authority, on this day personally appeared _____, known to me the person whose name is signed to the foregoing affidavit and sworn by me, states under oath that he/she has read the said affidavit and that all of the facts set forth are true and correct.

Subscribed and sworn to before me, this _____ day of _____, 20____.

Notary Public

Section 35-380 Home Occupations

Home Occupations are permitted in any dwelling unit subject to the following provisions:

- 1.) The appearance of the dwelling unit shall not be altered nor shall the home occupation be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, increased traffic or the emission of odors, sounds, or vibrations. The city's noise and nuisance regulations are also applicable.
- 2.) No outdoor display of goods or outdoor storage of equipment or materials used in the home occupation shall be permitted.
- 3.) The home occupation shall not involve the use of advertising signs on the premises or any other advertising media which calls attention to the fact that the dwelling unit is being used for a home occupation, with the exception of a telephone number listing. One (1) nameplate not exceeding one (1) square foot in area shall be allowed provided the nameplate is non-illuminated and attached flat to the dwelling unit or visible through a window.
- 4.) The home occupation shall be conducted solely by resident occupants of the dwelling unit. No person not permanently residing on the premises shall be employed for hire or as a volunteer.
- 5.) The home occupation shall be conducted entirely within the dwelling unit except for those necessary outdoor activities related to the care of children. No more than twenty-five (25) percent of the gross area of the dwelling unit shall be used for the home occupation. Use of accessory buildings, garages, or carports for a home occupation is prohibited.
- 6.) The use of electrical or mechanical equipment that would change the fire rating of the dwelling or create visible or audible interference in radio or television receivers or cause fluctuations in line voltage outside the dwelling unit is prohibited.
- 7.) The home occupation shall not involve the use of commercial vehicles for delivery of materials to and from the premises.
- 8.) No direct on-premises selling of goods shall be allowed; however, telephone soliciting is permitted.
- 9.) No certificate of occupancy is required for a home occupation.

The following uses are prohibited as home occupations:

- 1.) Vehicle painting, service, or repair.
- 2.) Barber and beauty shops; however, both beauty shops and barber shops are permitted as a Specific Use Permit.
- 3.) Animal hospitals, kennels, stables, hospitals, or obedience/training schools.
- 4.) Restaurants, catering, or the preparation of food for resale.
- 5.) Furniture repair or upholstery.
- 6.) Teaching of music, art, dance, or exercise classes to more than two (2) students at any one time.

TO: Chief of Police
FROM: Director of Development Services
Subject: Request for Information

The Development Services Department requests conviction data if any on:

Name: _____
Address: _____
Birth Date: _____

(An applicant for a Home Improvement Contractor's / Salesman's License.)

Florencio Pena, Director
Development Services Department

I hereby authorize the City of San Antonio to seek information from the San Antonio Police Department under my name if any, on any conviction(s) of a felony or a misdemeanor involving moral turpitude with regard to my application submitted for a Home Improvement Contractor's/Salesman's license pursuant to Section 1685 of the City Code.

Signature

Date

RIGHT
THUMB
PRINT

San Antonio Police Department
Identification/Latent Prints
214 W. Nueva, Room 123
San Antonio, TX 78205
(210) 207-7605